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November 8, 1944

FINANCE DIVISION MEMORANDUM NO. 51

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To: Section Chiefs, Finance Division Washington and Finance Officers

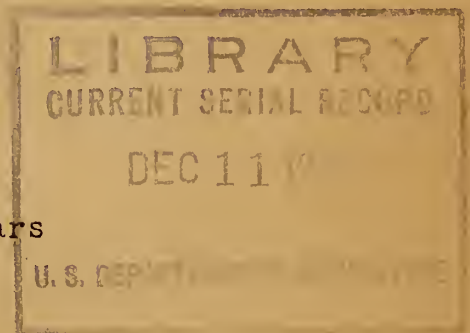
From: E. G. Benner, Chief Fiscal Officer

Subject: Dissemination of Information

We are aware that there is a laxity in the proper dissemination of relevant information among the Section Chiefs and Finance Officers - a situation which we are endeavoring to correct. In order to be assured that all offices are receiving the proper information to operate efficiently, will you please report to this office the material you are now receiving, the source of the material received, and the distribution made of material when received.

This report should include

Director's Memoranda
Administrator's Memoranda
Secretary's Memoranda
Treasury Department Departmental Circulars
General Departmental Circulars
General Administrative Instructions
Personnel Division Memoranda
Administrative Services Memoranda
Regional Personnel Instructions
Personnel Circulars
Budget and Finance Circulars
General Regulations of the Comptroller General
GAO Circulars to Heads of Departments
Decisions of the Comptroller General
Decisions of the Comptroller General (Issued Monthly
in Pamphlet Form)
Decisions of the Comptroller General (Bound Volumes as
published)
GAO Daily Synopsis of Decisions
RDO Letters - Chief Disbursing Officer
Amendments to Regulations of the Department
Office of the Secretary Memoranda (numbered series)
Index - Digest of Opinions of the Solicitor (as issued)
Any other information which has not been listed.



E. G. Benner

